

CITY OF HELENA



Position Title: Chief Building Official

Department: Community Development **Division:** Building

Grade: 155

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position, under general direction of the Community Development Director, is to supervise, plan, and coordinate the activities and operations of the Building Division within the Community Development Department; to coordinate assigned activities with other City divisions, outside agencies, and the general public; and to provide highly responsible and complex administrative support to Community Development Director.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Be the point of contact for the general public, contractors, builders, developers, engineers and architects and outside agencies; to obtain information, investigate and resolve building inspection and plan review matters; to negotiate and make recommendations/resolve significant and controversial building issues.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Direct, coordinate, and review the work plan and operational activities for the Building Division, including permit issuance, plan review, building inspection, code enforcement, customer service and public outreach programs ; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Building Division; identify resource needs; recommend and implement policies and procedures.

Participate in the development and administration of the Building and Safety Division program budget.

Provide staff assistance to the Community Development Director; prepare and present staff reports and other necessary correspondence.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends, innovations, and regulations in the fields of plan examination and building inspection.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff and implement improvements. Identify and respond to community issues, concerns, public request, inquiries and needs.

Track and report on relevant legislative action at the State level regarding fiscal impacts and program impacts to Supervisor and City Manager.

Prepare materials and amendments for City Attorney review and City Commission action relative to the updating and adoption of new building and ordinance codes.

Oversee, monitor, and participate in the field inspection process; ensure that construction, alterations, maintenance, and other related work is conducted in compliance with provisions of codes and ordinances and in accordance with approved plans and specifications.

Review divisional reports to ensure compliance with appropriate departmental and City rules, regulations, and policies as well as appropriate local, State, and Federal laws.

Supervise plan review contractor and resulting building reviews, conduct and convey building code compliance analysis results on diverse projects to contractors and design professionals prior to permitting.

Conduct investigation and review for dangerous building abatement actions independently and with fire and health officials; supervise the preparation of proposals for and subsequent demolition of buildings.

Conduct investigations for the Building Board of Appeals hearings and serve as staff support and ex officio member.

Perform related duties and responsibilities as assigned.

Essential Knowledge, Skills and Abilities Related to this Position

Knowledge of:

- Operational characteristics, principles, practices, services and activities of a comprehensive building inspection and plans examination program.
- Civil engineering principles, practices, and methods as related to structural engineering and building code enforcement.
- Pertinent Federal, State, and local laws, building codes and regulations including the International Building and Residential, Uniform Plumbing, International Mechanical, and National Electrical Codes.
- Principles of structural design, engineering mathematics and soil engineering.
- Construction methods, materials, techniques and equipment used in building.
- Principles of management, supervision, training and performance evaluations
- Modern office practices, methods, and the use of computer equipment knowledge and skills.

Skill or ability to:

- Interpret building inspection policies and procedures to contractors, homeowners and the general public and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Safely operate a motor vehicle
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and maintain accurate and complete records.
- Communicate orally or in writing
- Prepare clear and concise administrative, financial and other relevant reports.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Physical Demands

Ability to work in a standard office environment as well as other locations including outdoors where there may be exposure to cold, heat, noise, mechanical hazards and electrical hazards. Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, see, hear, and lift up to 25 lbs.

Minimum Qualifications (Education, Experience and Training)

This position requires a Bachelor's degree with major course work in architecture, construction technology, civil engineering or a related field. This position requires **five** years of responsible experience in the design, construction and inspection of public, commercial, industrial and residential building including **three** years of administrative and supervisory responsibility. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certification:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Possession of, or ability to obtain, ICC certification as a Plans Examiner and/or a Building Inspector within 12 months of hire.

Possession of certification as a Building Official is highly desirable.

Supervision Received:

Supervised by the Community Development Director

Supervision Exercised:

Exercises direct supervision over technical and clerical staff.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____

Date: _____